



WEASEL NOTAM – 35FW-17-02
Military Family Housing Assignment Policy
07 November 2025



PURPOSE: Establish the 35th Fighter Wing (FW) Military Family Housing (MFH) assignment policy.

COMMANDER'S INTENT: To provide clear and transparent MFH assignment policies and procedures for military and civilian members assigned to Misawa Air Base (MAB). In accordance with United States Forces Japan (USFJ) policy (12 Mar 21), the overall on-base MFH unit occupancy goal of 90%. The 35 FW Accompanied On-Base policy (4 Nov 22) supports this goal, ensuring efficient use of on-base housing resources.

BACKGROUND: Housing assignments and Temporary Lodging Allowance (TLA) are managed according to AFI 32-6000, Housing Management and policies contained within this NOTAM.

IMPLEMENTATION:

1. The Military Housing Office (MHO) will determine eligibility for an on-base MFH unit.

a. General

(1) Reporting to the MHO: Upon arrival at MAB, all accompanied or unaccompanied members E-4 and above with more than 3 years time in service are expected to report to the Military Housing Office (MHO) within one (1) duty day. Other members will report to the Dorm Management office. If circumstances prevent this, sponsors or members must notify the MHO within one (1) duty day to avoid potential TLA disruptions.

(a) Timely Reporting: If the member does not report to the MHO within one (1) duty day of arrival (excluding Wing Family/Goal Days and Federal Holidays) or notify the MHO of a delay, the member's TLA may be stopped.

(2) Eligibility and Unit Offers: The MHO will confirm a member's eligibility to reside on-base or off-base. If eligible for on-base housing, the MHO will offer up to two (2) available units or units expected to be available within 7 calendar days within the member's entitlement, if inventory permits.

(a) Unit Selection Preferences: IAW AFI 32-6000, paragraph 1.2.27.34, MAB establishes the following policy:

1 Preference Requests: Members may express preferences for housing features, but these preferences will not delay the final MFH unit selection. MHO will attempt to provide unit(s) which offer a variety of preferences; however, inventory may disallow the members preferences. Failure to accept offered unit(s) based on preferences will result in TLA termination (e.g., if offered two units, one North and one Main base, the member must make a choice). Acceptable preferences include:

a North or Main Base location, air-conditioned vs. non-air-conditioned units, H-style, townhome, or tower, yard condition, carpet vs. laminate, sun direction, neighbors'

pet(s), and other non-life, health, and safety requests.

b Requests driven by specific medical reasons that are not justified by a healthcare provider's supporting documentation.

b. Military Family Housing

(1) Eligibility: IAW AFI 32-6000, eligible military and civilians may be assigned to on-base government-controlled MFH units. Members must be on active duty and eligible for the with-dependent rate BAH. Exceptions include military members-married-to-military members (mil-to-mil) personnel with no dependents and Key & Essential (K&E) members.

(a) Accompanied Tours: IAW AFI 32-6000, OCONUS areas, personnel serving an accompanied tour must be accompanied or will be joined by authorized command-sponsored dependents within 30 days. The member's PCS orders to include dependent travel clearance/authorization will be used to determine if the member is present for duty and will be joined by their dependents within 30 days. Generally, this information is contained in block 13 of USAF PCS orders and in the remarks section.

1 Delayed Dependent Travel: If a member arrives on accompanied orders stating the family is delayed more than thirty (30) days (delayed dependent travel approved), they must secure housing in the local community. The member must report to the MHO upon arrival of dependents for file review and counseling, but an ETP to remain off-base will not be required.

2 Dependent Concurrent Travel: If a member arrives on accompanied orders with concurrent travel approved, dependents cleared to travel (either as shown on the PCS orders or the approved Family Member Screening), and the dependents will not be residing elsewhere, the member will be eligible for MFH. If the members are not cleared to travel, the member must have amended orders stating, "delayed dependent travel" and the member will secure housing in the local community. At such point the Delayed Dependent Travel paragraph applies.

3 Non-Command Sponsored Dependents: If a member arrives on accompanied orders but dependents are not command sponsored, the member must secure housing in the local community. Once command sponsorship is approved, the member must report to the MHO for file review and counseling, but an ETP to remain off-base will not be required. The member's PCS orders should reflect this command sponsorship. Additionally, the MPF and command team will be notified that a member has arrived without command sponsorship.

4 Dual BAH/OHA Entitlement: For dual BAH/OHA entitlement, the member will not be housed in MFH unless the member provides an approved secretarial waiver. Members without a secretarial waiver may lose housing benefits (BAH/OHA) for their dependents if placed in an on-base MFH unit.

5 Verification of Arrival: The MHO can request flight itinerary or additional documentation showing proof of arrival (i.e., SOFA stamp) confirming members are arriving with all dependents listed on their application or orders to confirm entitlements. If the member does not provide proof, they will be required to visit the MHO with all

dependents once they have arrived.

(2) MFH Occupancy Monitoring: The MHO will monitor and track MFH occupancy rates. The MHO will determine member's eligibility to reside on/off base according to the occupancy rate on their arrival date and document in eMH upon initial counseling.

(a) Occupancy Below 90%: Members may be given the opportunity to view up to two (2) available units or units which will be available within 7 days, based on available inventory, within their entitlement. Should they elect to turn down any of the homes viewed due to personal housing preferences (as defined in para 1.a.(2)(a)1.) their TLA will be terminated after the initial offered units are available for occupancy..

(b) Occupancy Over 90%: Members will be given the option to reside off-base if they are not K&E. TLA will be authorized as necessary for the member and/or dependents to occupy temporary lodging until they move to their permanent unit in line with the TLA policies contained within this NOTAM.

(c) Stipulations:

1 Unit Availability: If a MFH unit is available within thirty (30) days of member's arrival, based on their grade and family size, the member must accept a unit that meets their entitlement IAW AFI 32-6000, Table A2.2 & A2.3. If there are no units available within the member's entitlement, the MHO may offer a unit one bedroom above the earned entitlement.

2 Off-Base Option: If a MFH unit is not available directly above the earned entitlement, the member is authorized to seek off-base housing or submit an Exception to Policy (ETP) for additional TLA until an on-base housing unit becomes available. The MHO will issue a Certificate of Non-Availability (CNA) to authorize the initiation of an off-base move.

(d) Off-Base Authorization Memorandum: If a MFH eligible member is provided an off-base authorization MFR or CNA from MHO, the service member will be able to reside off the installation. Once housed off the installation, the service member will not be required to relocate to an on-base MFH unit without squadron or group commander direction.

(e) Mil-to-Mil Families: The MHO will assign Mil-to-Mil families to the first available MFH unit that falls into the grade category and bedroom size of the highest-ranking member. Mil-to-Mil families are not authorized to combine their bedroom entitlements.

(f) Mil-Spouse Already Stationed: If a member arrives on unaccompanied, accompanied, or join spouse orders, with a mil-spouse already stationed at MAB and residing off-base, both members must report to the MHO immediately to update their records, complete counseling, and file review. An ETP will not be required to remain off base, unless one member is K&E. For Mil-to-Mil members, Overseas Housing Allowance (OHA) will only cover one residence per family. This also applies to unaccompanied dorm residents marrying a member already residing off-base.

(g) Documented Medical Issues: If the member or a family member has a documented long-term medical issue, communicate that to the MHO upon arrival to MAB or once an issue arises so the MHO can attempt to accommodate the member's needs, inventory permitting. The MHO does not request any information subject to the Health Information Privacy Act,

only signed documentation from a physician that there is a medically qualified issue requiring special housing needs. The documentation must be specific on the type of accommodation required and the accommodation must be linked to the medical condition. This is considered a voluntary move (self-move, self-clean, member pays for damage and change of occupancy maintenance) to improve member's quality of life.

(h) Humanitarian PCS: If the member or their family comes to Misawa with the intent to take care of elderly or terminally ill extended family members living off-base, member's orders must state their PCS is a humanitarian. Member must provide sufficient documentation, from a medical provider, outlining the extended family member's medical needs and why it's imperative they reside off-base versus on-base. The member may also consider working through 35 FSS (DEERS Office) to make their extended family member a secondary dependent which would allow them to live with the member on-base.

(i) Promotion Line Numbers: Inbound members or members currently stationed at MAB who provide proof of a promotion line number that would put them in a new category (i.e. CGO to FGO, NCO to SNCO), will be assigned that housing category, inventory permitting.

1 **Promotions While Stationed:** Members who are promoted while stationed at MAB, with the exception of preferred housing (i.e. Chief Prestige or Senior Officer Quarters), may relocate at their own expense, as this is considered a voluntary move. The MHO will offer up to two (2) units within the member's housing category if inventory is available. Members voluntarily relocating will perform a self-move/self-clean, pay for damages, and Change of Occupancy Maintenance (COM) charges (if applicable).

2 **Loss of Line Number/Demotion:** A member who loses their line number or is demoted, which places them in a MFH category below their current category (i.e., FGO to CGO, SNCO to NCO) and they have more than six months left on station, may be force-moved to the category reflecting their new grade. This move would be government funded.

c. **Civilians Residing On-Base:**

(1) **Eligibility:** Non-K&E civilians are expected to reside off-base. If MFH units are available in excess of the needs of the military personnel, U.S. government civilians can occupy MFH units and will follow the same process as military members for housing selection. For accompanied U.S. civilians required to reside on-base, civilian-to-military grade equivalencies are outlined in Table A3.1 of AFI 32-6000.

(a) **LQA Forfeiture:** Civilians receiving LQA who choose to live on-base will forfeit their LQA.

(b) **Grade Equivalence:** The MFH unit offered may or may not be grade equivalent for non-K&E civilians. K&E civilians will be offered grade-equivalent housing contingent on inventory but will be required to occupy MFH regardless of grade equivalence.

(c) **Relocation Requirements:** If a need arises to house more military personnel or after five years of residing in MFH, non-K&E civilians will be required to move off-base via a government-funded move.

2. EXCEPTIONS TO POLICY:

a. ETP Requirements: Requests for ETP are required in writing and must demonstrate a unique or extremely difficult situation requiring ETP approval. All ETP requests must be signed by the members' First Sergeant and Squadron Commander (SQ/CC). MHO will not route ETPs that are not signed by SQ/CC or acting commander (on G-series orders).

(1) Non-Valid Requests: If SQ/CC or GP/CC determines the request is not valid (i.e. not a unique or extremely difficult situation), the ETP will be terminated and returned to the member. If the member disagrees with their squadron or group commander, they have the opportunity for a one-time appeal to the 35 CES/CC commander. The appeal relates to the validity of their request and is not necessarily approval of the ETP.

b. ETP Process: Upon receipt of the member's request, the MHO will determine eligibility. Once ETP eligibility is reviewed, MHO will either return the ETP package back to the member (not eligible) or forward it to the appropriate authority level for consideration. If possible, members should submit ETP requests prior to arriving at MAB, as their TLA will be terminated once a unit that meets their entitlement is ready, and temporary furnishings can be delivered, regardless of the requested ETP.

(1) Acceptable ETP Requests:

(a) Family Child Care Providers: Members who apply to be a Family Child Care (FCC) provider and gain approval must provide supporting documentation. COM fees will be waived, and members will perform a self-move/self-clean, paying for any significant damages beyond normal wear and tear.

(b) Additional Pets: Requests for additional pets will be considered on a case-by-case basis.

(c) Dependent Work/School: Members requesting to reside off-base due to a command-sponsored dependent's work or school requirements must provide a verification letter confirming the requirements. If applicable, the letter must be translated and will be verified by the MHO.

(d) Marital Discord: IAW FMR DoD 7000.14-R Volume 7A, Chapter 26, 8.1.3.2, when there is a separation agreement, pending divorce, or marital discord that requires one Service member to obtain alternative private-sector housing, the Service member not occupying family quarters must obtain a statement from the installation housing officer that Government housing is not assigned to that Service member in order to be authorized payment of a housing allowance.

1 Mil-Mil Members: Mil-Mil members submitting ETP requests pertaining to marital discord must submit supporting documents.

2 Court Documentation: Members who have already filed with the courts will not need an ETP but must provide court documentation with a case number to the MHO.

3 Separate Domiciles: Upon approval to receive separate domiciles, the MHO will determine housing eligibility on a case-by-case basis.

(e) Unaccompanied Members: Unaccompanied members requesting to terminate the dorms

without a command-sponsored dependent, expecting fathers, or any other hardship requests. The MHO will follow delegation authority for UH requests for off-base residency (with allowances), including the Commanders Authority to Release an Expecting Father (Attachment).

(2) Unacceptable ETP Requests:

- (a) Accommodations: Requests for a larger home or off-base housing to accommodate pets, HBBs, or personal belongings (whether acquired here or shipped when PCSing).
- (b) Personal Preferences: Requests pertaining to personal preferences such as, but not limited to, reasons listed in section 1.a.(2)(a)1.) of this document, as well as:
 - 1 Requests related to disputes between neighbors and resident negligence.
 - 2 Requests to reside off-base because of a prospective or non-command-sponsored spouse, foreign national spouse, etc.
 - 3 Requests to live in MFH with exotic animals, “aggressive” or “potentially aggressive” breeds or those deemed aggressive IAW AFI 32-6000 para 2.21.1. (Refer to Weasel Notam – 35FW-19-00 Misawa Air Base Community Standards for additional pet policies.)

- (c) Excessive Pets: Requests for three (3) dogs in a government housing unit will not be considered if the third dog is acquired while stationed at MAB.

- (d) Mandatory Residency: Any resident residing in MFH or a 2-bedroom UH requesting to move off-base prior to meeting their one-year mandatory residency.

- c. Off-Base Authorization: Members (accompanied or unaccompanied) currently residing off-base will not need to submit an ETP to remain off-base if an MFR or CNA was issued by MHO authorizing the member to live off-base.

- (1) On-Base Move (Government Funded): If a member was required to live off-base, such as delayed dependent travel and later wishes to reside on-base, they will be authorized a one-time government-funded move. The move must be initiated immediately after the members' initial 6-month lease ends. All other moves onto base are considered voluntary.

- d. Voluntary Moves: Approved ETPs are classified as voluntary moves. For voluntary moves, the MHO may provide up to two alternative housing units within the member's authorized housing category. In exchange, members who opt for a voluntary move must agree to: (1) conduct their own move and cleaning, (2) cover any damages, and (3) pay Change of Occupancy Maintenance (COM) charges, if applicable.

3. OFF BASE WAITLIST

- a. 90% Waitlist: Members must wait to meet their one-year mandatory residency, then contact the housing office to be placed on the 90% waitlist for the opportunity to reside off-base. The MHO will notify members of eligibility, and the member will be required to report to the MHO upon notification. Members must follow the relocation requirements outlined in the notification.

(1) Authorization to Live Off-Base: As long as the base occupancy rate remains at 90% or above, members will be authorized to live off-base.

(2) Move Costs: The move is considered voluntary, and the member will be responsible for all associated costs, including Change of Occupancy Maintenance (COM) and damage fees.

4. TEMPORARY LODGING ALLOWANCE (TLA)

a. TLA is defined by this local policy and within the limitations of DoD Financial Management Regulation, 7000.14-R, Vol 7A, Chapter 68.

b. TLA Authorization: TLA is authorized for accompanied members and their command sponsored dependents. TLA is also authorized for unaccompanied members. TLA is not authorized when a member is on leave, on permissive TDY, or for voluntary moves including Early Return of Dependents.

c. Per FMR 7000.14-R, Volume 7A, Chapter 68; 4.3.1.6.1. TLA begins the day temporary lodging is first used and ends on the day before permanent Government quarters, private-sector housing, or privatized housing is reoccupied, service member failed to accept adequate permanent Government quarters, or when the OCONUS TLA Authority determines TLA is no longer justified.

d. Upon PCS arrival:

(1) On-base Housing: On-base Housing: Inbound members (accompanied and unaccompanied) authorized to reside on-base are initially authorized up to 10 calendar days of TLA beginning on their arrival date.

(a) Members assigned to Military Family Housing will only be authorized TLA up to the date the first home is offered is available and ready for occupancy after arrival. .

(2) Off-base Housing: Inbound members authorized to seek off-base housing will have up to 20 days of TLA to secure community housing.

(a) All members are required to aggressively seek available vacant quarters within the first 10 days of arrival on Misawa Air Base. Aggressively seeking quarters is defined as visiting/viewing a minimum of 8-10 homes within 10 days. If member is unable to secure housing in the first 20 days, member will need to request a TLA extension by providing documented proof of aggressive house hunting. The Housing Management Office will provide a checklist that requires the Japanese landlord's stamp for verification.

(b) If service member chooses to initiate a rental contract for a home that is not readily available for move in, TLA may be terminated if the home availability is greater than 10 days.

(3) TLA Arrival Extensions: The Housing Management Element Chief (35 CES/CEIH) may extend TLA entitlements up to 30 days, in 10-day increments (14 days for SOQ Quarters). The Installation Management Flight Chief may extend TLA entitlements up to 45 days. The 35 CES/CC or CD may extend TLA entitlements for up to 60 days. Requests for TLA greater than 60 days will be processed through the Housing Management Office for 35th MSG/CC approval/disapproval

e. PCS Departure:

- (1) Members residing in off-base housing are authorized up to 10 days of TLA immediately preceding their departure date and after member vacates and private-sector housing in connection with a PCS order. Members will not be authorized TLA prior to passing their termination inspection and vacating an off-base housing unit.
- (2) On-Base Residents: Members residing in on-base MFH will automatically be authorized 3 days of TLA prior to passing their Termination Inspection and vacating government quarters.
- (3) TLA Departure Extensions: The 35 CES/CEIH may extend TAL to 10 days. The 35 CES/CC or CD may extend TLA requests up to 30 days. Requests for TLA greater than 30 days will be processed through the Housing Management Office for 35 MSG/CC approval/disapproval.

(a) Automatic Extensions that do not require 35 CES/CC/CD approval.

- 1 One-day extensions due to U.S Federal Holidays.
- 2 When an office is closed for Japanese holidays (for example, Golden Week) and military members cannot conduct business as usual.
- 3 Rotator Delay.

5. If you have any questions, please contact the MAB Military Housing Office (MHO), at DSN: 226-3200 or via email at: housing@us.af.mil.

PAUL T. DAVIDSON, Colonel, USAF
Commander, 35th Fighter Wing

Attachment

Commanders' Authority to Release an Expecting Father from an Unaccompanied Housing Assignment, AF/A4



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC



MEMORANDUM FOR ALMAJCOM/A4
SF/S4O

FROM: AF/A4

SUBJECT: Commanders' Authority to Release an Expecting Father from an Unaccompanied Housing Assignment

A Department of the Air Force cross-functional team recently reviewed policies for gender inclusion. During the review, the team raised a concern on whether Air Force policy permits an expecting father to move out of the dorms when his partner is pregnant.

Commanders have the authority to address this situation. AFI 32-6000, Housing Management, paragraph 1.2.27.38. Specifies that installation commanders approve unaccompanied housing requests for off-base residency with allowances. Paragraph 2.11.2. adds that Commanders may allow members experiencing a hardship to move out of unaccompanied housing. My team is drafting an update to AFI 32-6000 to clarify Commanders' existing authorities.

Please direct questions concerning unaccompanied housing assignment policies to Mr. Alvin Boone, Senior Air Force Housing Manager, at alvin.boone.1@us.af.mil.

WARREN D. BERRY
Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection.

cc:
ALCES/CC
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